



Embassy of the United States of America

Manila, Philippines

October 23, 2012

To: Prospective Offeror

Subject: Solicitation Number SRP380-12-R-0005

Enclosed is a Request for Proposals (RFP) for Make Ready Services of Government-Owned and Leased Properties (minor maintenance and repair of residences). To submit a proposal:

- follow the instructions in Section L of the solicitation,
- complete the required portions of the attached document, and
- submit your proposal to the address shown on the Standard Form 1442 that follows this letter.

Any questions must be submitted to the Contracting Officer in writing. Questions should be submitted on or before November 7, 2012, via fax no. 548-6762 or email to MNLCPRequests@state.gov.

A site visit and pre-proposal conference is scheduled on **November 6, 2012, 9:00 A.M. at US. Embassy, Manila, Seafront Compound, Pasay City**. Please submit the names of your representative/s for the site visit and pre-proposal conference no later than 12:00 noon of November 5, 2012 via fax no. 548-6762.

The U.S. Government intends to award a contract to the responsible company submitting an acceptable proposal at the lowest price. We intend to award a contract based on initial proposals, without holding discussions. However, we may hold discussions with companies in the competitive range if there is a need to do so.

Proposals are due by November 23, 2012, at 4:00 P.M. local time.

Sincerely,


Nenita V. Whitaker
Contracting Officer 

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